

New Hire Checklist—TEAMS and OPS

General/Student



Use this checklist to ensure all necessary paperwork has been completed by applicant being hired based on applicable salary plan.

New Hire's Name: _____	UFID: _____	ePAF #: _____
Department: _____	Dept. Contact: _____	
Dept. Phone/Email: _____	Date Completed: _____	

Complete only as indicated:

R – Required **G – Completed Through GatorStart*** **A – If Applicable** **X – Not Required**

*GatorStart is not sent to Foreign Nationals, Fellows or current employees. Please complete the necessary paper forms for these types of new hires/transfers.

Paperwork/ Completed	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
<input type="checkbox"/> New Hire Demographic Form	X	X	X	X
<input type="checkbox"/> I-9 (Federal law requires completion on or before the employee's 1st day of employment)	G	G	G	G
<input type="checkbox"/> W-4 OR W-9	G	G	G	G
<input type="checkbox"/> Direct Deposit Form	G	G	G	G (O for FWS)
<input type="checkbox"/> EEO Survey (Page 2 of Four-in-One Form)	G	G	G	G
<input type="checkbox"/> Veteran's Survey (Page 2 of Four-in-One Form)	G	G	G	G
<input type="checkbox"/> Voluntary Self-Identification of Disability	G	G	G	G
<input type="checkbox"/> Benefits and Retirement (On Offer Letters if required and/or contact benefits@ufl.edu)	G	G	G	G

✓ Paperwork/ Completed

	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
<input type="checkbox"/> <p><u>Disclosure of Outside Activities and Financial Interests</u></p> <p>*If employee checks Box 2 in GatorStart, have them complete the linked form</p>	G/A*	G/A*	A	A
<input type="checkbox"/> <p><u>Florida Retirement System Certification Form</u></p>	G	G	G	G
<input type="checkbox"/> <p><u>Marketplace Acknowledgment Form</u></p>	G	G	G	G
<input type="checkbox"/> <p>I-9 Supporting Documents (<u>List of Acceptable Documents</u>)</p>	R	R	R	R
<input type="checkbox"/> <p>Complete I-9 Section 2 and E-Verify (Federal law requires completion within 3 business days of employment; process in I-9 Management)</p>	R	R	R	R
<input type="checkbox"/> <p>Social Security Card (copy) (If not used for Section 2 of I-9, must still obtain for tax purposes)</p>	R	R	R	R
<input type="checkbox"/> <p>Notarized Loyalty Oath and Intellectual Property (Page 1 of <u>Four-in-One Form</u>)</p>	R	R	R	R
<input type="checkbox"/> <p><u>Selective Service Registration</u> *Male, 18-25 US citizens or permanent resident aliens</p>	R*	R*	R*	R*
<input type="checkbox"/> <p>Signed <u>OPS and Student Assistant Application</u> (If employee applied through Careers at UF, a copy of the application must be attached to the ePAF)</p>	X	X	R	R
<input type="checkbox"/> <p>Resume or CV (If not required on job posting and not provided, the Careers at UF application must be attached)</p>	R	R	X	X
<input type="checkbox"/> <p><u>Letter of Offer – Exempt</u> <u>Letter of Offer – Non-Exempt</u> <u>Letter of Offer – Time Limited Exempt</u> <u>Letter of Offer – Time Limited Non-Exempt</u></p>	R	R	X	X

✓ Paperwork/ Completed

	TEAMS Exempt	TEAMS Non-Exempt	General OPS- Non-Exempt /Exempt	Student OPS
<input type="checkbox"/> Education Verification (If R&S is unable to verify education, it will be the prospective employee's responsibility to provide documentation verifying education)	R	R	X	X
<input type="checkbox"/> <u>Experience Verification Form</u>	A	A	X	X
<input type="checkbox"/> <u>Criminal Background Check</u>	R	R	A	A
<input type="checkbox"/> <u>Child Labor Law Certification and Medical Release Form for Minor (under age 18) Parental/Guardian Authorization</u>	A	A	A	A
<input type="checkbox"/> Driver's License (Copy)	A	A	A	A
<input type="checkbox"/> Approved <u>HR 600</u>	A	A	A	A
<input type="checkbox"/> <u>Health Assessment</u> (Completed Online)	A	A	A	A
<input type="checkbox"/> Licenses, Other Applicable	A	A	A	A
<input type="checkbox"/> <u>Nepotism—Approved Waiver</u>	A	A	A	A
<input type="checkbox"/> Work Permit	X	X	X	Obtain- Do Not Submit
If Hiring a Foreign National				
<input type="checkbox"/> Submit Foreign National Information Form to Tax Services to Generate Windstar Packet. Submit Forms Generated to Appropriate Core Office	R	R	R	R
<input type="checkbox"/> I-20 (F1 Visa), DS-2019 (J1 Visa), 1-797/I-94 (H1B-O1), TN/I-94 (Canadian/Mexican), or EAD (work permit)	R	R	R	R

Last Updated: September 15, 2017